

PERMIT INSTRUCTIONS AND REQUIREMENTS

1. ALL APPLICANTS MUST SUPPLY ONE (1) ORIGINAL PERMIT APPLICATION (see above to download appropriate permit application form).
2. CONTRACTORS MUST ALSO SUPPLY:
 - COPY OF DRIVERS LICENSE
 - COPY OF CONTRACTORS LICENSE
3. ALL APPLICATIONS MUST HAVE A **“VERIFICATION OF TAXES CERTIFICATE”** APPROVED BY THE TAX COLLECTOR PRIOR TO ISSUANCE OF ALL PERMITS (SEE INSTRUCTIONS BELOW)
4. PERMIT APPLICATIONS CAN BE SUBMITTED VIA:
 - PRESENTED IN PERSON TO INSPECTORS WEDNESDAY EVENINGS 7-9 PM.
 - MAILED TO: 675 TEN ROD RD, EXETER, RI 02822
 - DROPPED OFF AT TOWN HALL-675 TEN ROD RD- MONDAY-FRIDAY 9-4
 - **NO FAXES OR EMAILS WILL BE ACCEPTED**
5. **REQUIRED DOCUMENTATION FOR BUILDING PERMITS:**
 - IF YOU ARE APPLYING FOR ANY “OUTWARD” EXPANSION OF A BUILDING YOU MUST HAVE PLANS AND AN APPROVED ZONING CERTIFICATE.
 - IF YOU ARE APPLYING FOR “INTERIOR” RENOVATIONS, WINDOWS, SIDING, OR ROOFING-PLANS ARE NEEDED (NO ZONING CERTIFICATE REQUIRED).

ALL INSPECTIONS ARE SCHEDULED BY THE INSPECTORS

**APPROVED PERMITS ARE AVAILABLE FOR PICKUP THURSDAYS AFTER 10A.M.
AT THE TOWN HALL- 2ND FLOOR**

**PERMIT FEES ARE PAYABLE BY CASH OR CHECKS
(MADE PAYABLE TO “TOWN OF EXETER”)**

All permits must have a [Verification of Taxes Certificate](#) approved by the Tax Collector **PRIOR** to applying for permit.

A completed Verification of Taxes form may be faxed to the Tax Collector @ 294-3432 for signature prior to submitting applications.

PERMITS WILL NOT BE ISSUED WITHOUT AN APPROVED VERIFICATION OF TAXES CERTIFICATE

Tax Collector's hours of operation are Monday-Friday 9am-4pm.

Tax Collector
675 Ten Rod Road
Exeter, RI 02822
Phone: (401) 294-4864
taxcollector@town.exeter.ri.us